

Temporary Duty (TDY) Travel Allowances

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TRAVEL EXPENSE INFORMATION—Continued

Group name	Data elements	Description
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost	Air (other than coach-class). Air (coach-class). Non-contract Air, Train. Other	The amount of money the transportation actually cost the traveler, entered according to method of transportation. Bus or other form of transportation.
Transportation in Performance of TDY or While at the TDY Location	POV mileage	Total number of miles driven in POV.
	POV mileage expense ..	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
Constructive cost	Car rental, Taxis, Other Constructive cost	The difference between the amount authorized to spend versus the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL

[Accounting & Certification]

Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator ..	Per Diem, Subsistence, Transportation.	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind".	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.

NOTE TO APPENDIX C: Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

[FTR Amdt. 70, 63 FR 15981, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005; FTR Amdt. 2009-05, 74 FR 35808, July 21, 2009; FTR Amdt. 2009-06, 74 FR 55150, Oct. 27, 2009; FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010; FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

APPENDIX D TO CHAPTER 301—GLOSSARY OF ACRONYMS

ATM: Automated Teller Machine
CAS: Commercial Aviation Service(s)
CDW: Collision Damage Waiver
CFR: Code of Federal Regulations

CMTR: Combined Marginal Tax Rate
CONUS: Continental United States
CSRS: Civil Service Retirement System
CTO: Commercial Ticket Office
DOD: Department of Defense
DOJ: Department of Justice

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DSSR: Department of State Standardized Regulations
DTMO: Defense Travel Management Office
EFT: Electronic Funds Transfer
ETS: E-Gov Travel Service(s)
FAA: Federal Aviation Administration
FAM: Foreign Affairs Manual
FECA: Federal Employees' Compensation Act
Fedrooms: Enhanced Federal Premier Lodging Program (formally known as FPLP)
FEMA: Federal Emergency Management Agency
FERS: Federal Employees Retirement System
FHA: Federal Housing Administration
FICA: Federal Insurance Contribution Act
FOB: Free On Board
FTR: Federal Travel Regulation
FTS: Federal Telecommunications System
GAO: General Accounting Office
GBL: Government Bill of Lading
GOCO: Government Owned Contractor Operated
GPO: Government Printing Office
GSA: General Services Administration
GTR: Government Transportation Request
HHG: Household Goods
ID: Identification
IDL: International Date Line
IRC: Internal Revenue Code
IRS: Internal Revenue Service
ISSA: Inter-service Support Agreement(s)
ITRA: Income Tax Reimbursement Allowance
JFTR: Joint Federal Travel Regulations
JTR: Joint Travel Regulation
MARS: Military Affiliate Radio System
M&IE: Meals and Incidental Expenses
M&O: Management and Operating
MOU: Memorandum of Understanding
MTR: Marginal Tax Rate
NARA: National Archives and Records Administration
NIST: National Institute of Standards and Technology
NTE: Not to Exceed
OBE: Online Self-service Booking Tool
OCONUS: Outside the Continental United States
OGE: Office of Government Ethics
OMB: Office of Management and Budget
PBP&E: Professional Books, Papers, and Equipment
PCS: Permanent Change of Station
PDS: Permanent Duty Station
PIN: Personal Identification Number
PMO: E-Gov Travel Program Management Office
POV: Privately Owned Vehicle
PTA: Prepaid Ticket Advice
PDTATAC: Per Diem, Travel and Transportation Allowance Committee
Q&A: Question and Answer
RIT: Relocation Income Tax
SES: Senior Executive Service
SIT: Storage in Transit

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SSN: Social Security Number
TCS: Temporary Change of Station
TDY: Temporary Duty
TMC: Travel Management Center
TMS: Travel Management Service
TQSE: Temporary Quarters Subsistence Expenses
U.S.: United States
U.S.C.: United States Code
VA: Department of Veterans Affairs
WAE: When Actually Employed
WTA: Withholding Tax Allowance

[FTR Amdt. 70, 63 FR 15983, Apr. 1, 1998; 63 FR 35538, 35539, June 30, 1998, as amended by FTR Amdt. 2007–05, 72 FR 61540, Oct. 31, 2007; FTR Amdt. 2010–05, 75 FR 63104, Oct. 14, 2010]

APPENDIX E TO CHAPTER 301—SUGGESTED GUIDANCE FOR CONFERENCE PLANNING

TERMS

Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

Conference lodging allowance: The rate that is up to 25 percent above the established lodging per diem rate.

Milestone schedule: Deadlines, which need to be reached in a progressive and orderly manner.

Planner: The person designated to oversee the conference.

Planning committee: Operational group significantly contributing to a conference’s overall success and able to fully reflect the needs of both the agency and the attendees.

GETTING STARTED

Depending on the size, type, and intended effect of the conference, start planning a minimum of one year in advance. Designate a planner and a planning committee.

Planning Committee

Functions typically include, but are not limited to:

- Establishing a set of objectives.
- Developing a theme.
- Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker.
- Making suggestions as to who should attend.
- Serving as communications link between planners and participants.
- Evaluation and follow-up.

Milestone Schedule

(a) Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the